



Request for Proposals  
Village Engineer

**Proposal Due Date: Friday, September 3, 2021**

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The Village of Fontana on Geneva Lake invites consulting engineers qualified to practice engineering and land surveying in the State of Wisconsin, to submit a proposal to provide engineering and surveying services for the Village.

There is no expressed or implied obligation for the Village of Fontana on Geneva Lake to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Proposals may be mailed, faxed, e-mailed, or hand-delivered to the Village of Fontana on Geneva Lake Administrator:

Village of Fontana on Geneva Lake  
Theresa Loomer  
175 Valley View Dr  
PO Box 200  
Fontana WI 53125  
Email: [administrator@villageoffontana.com](mailto:administrator@villageoffontana.com)  
Fax: 262-275-8088

In the event you are mailing or hand-delivering please provide ten (10) copies.

During the evaluation process, The Village of Fontana on Geneva Lake reserves the right to reject any or all proposals, waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the Village. The Village of Fontana on Geneva Lake also reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Public Works Committee and/or Finance Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Village of Fontana on Geneva Lake reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the

proposal submitted and confirmed in the contract between the Village of Fontana on Geneva Lake and the firm selected.

## **RFP Overview**

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For additional information about the Village of Fontana, visit [www.villageoffontana.com](http://www.villageoffontana.com)

The Village of Fontana on Geneva Lake is located on the western edge of Geneva Lake in Walworth County. With a year-round population of about 1,900 residents, Fontana offers the peace and serenity of small-town life, but with easy accessibility from the Milwaukee, Chicago, and Rockford areas, it is a weekend destination for another 5,000 to 8,000 property owners and guests at any given time. Geneva Lake and the surrounding area offers a wide variety of services and recreational opportunities.

### **Services to be Provided**

- Serve as engineering advisor to the Village President, Village Administrator, Village Board of Trustees and officials of the municipality and represent the Village in all engineering matters. When requested by authorized personnel, the engineer shall give written opinions which are to be filed with the Village.
- Function as engineering advisor to the Village Plan Commission.
- Prepare engineering reports and recommendations on issues and projects as directed by the Village Administrator or Director of Public Works.
- Provide construction administration and review of Public Works projects.
- Apply for Federal, State, and County permits, as required.
- Be familiar with and apply for Federal and State Grants.
- Meet with citizens, developers, and real estate agents and respond to their requests regarding Village Policies and Procedures.
- Attend Village meetings as requested.
- Provide review of private developments for compliance with Village Standards.
- Work with Village Staff and Village Attorney in drafting Developer's Agreements.

### **Contract Term and Subcontracting**

A three-year contract is contemplated, subject to an annual review, the satisfactory negotiation of terms (including a price acceptable to both the Village of Fontana on Geneva Lake and the selected firm), in concurrence of the Village Board of Trustees and the annual availability of an appropriation.

If firms are considering subcontracting portions of the engagement to other firms the name of the proposed firms, must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting will be allowed without the express prior written consent of the Village of Fontana.

**Exclusion**

The Village reserves the right to employ any consulting engineer when an engineer with special expertise in a given area is needed. A determination as to when this should occur shall be at the sole discretion of the Village Board of Trustees.

**Insurance**

Bidder shall maintain full general liability insurance coverage to protect and hold harmless the Village of Fontana. An insurance certificate from the carrier attesting to coverage and naming the Village of Fontana as third-party insured shall be provided to the Village prior to commencement of work. Coverage must include Worker’s Compensation, General Liability and Professional Liability. Bidder agrees to carry proper and sufficient insurance to cover loss of records withdrawn from the Village of Fontana by the bidder for its use as well as records created under this agreement.

**Statement of Non-Conflict of Interest**

As part of a firm’s submittal, firms must provide the enclosed Statement of No Conflict of Interest signed by an officer of the firm.

**Timeframe**

The following is a list of key dates up to and including the date proposals are due to be submitted:

RFP Issued:	Tuesday, August 3, 2021
Due Date for Proposals:	Friday, September 3, 2021
Selected Firm Notified:	Tuesday, December 7, 2021
Contract Date:	January 1, 2022

**Response**

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**Firm Experience and Reference List:**

- Profile and history yourself and/or your firm including engineers and land surveyors in the firm and a list of principals. Indicate the primary engineer who will be responsible for the work within the Village.
- Describe the general experience of the firm.
- Statement of affirmation that staffing is licensed in Wisconsin
- Identify other Municipal Clients
- Would the firm be interested in working for a flat retainer fee or a combination retainer/hourly arrangement? If so, describe the parameters and charges.

**Proposed Fee Structure**

**References**

## **Evaluation and Selection**

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### **Evaluation Process**

The Village reserves the right to award the contract to the proposal that best meets the needs and interest of the Village. The following steps are anticipated:

- Receipt and review RFP
- Initial reference and information review
- Public Works Committee and/or Finance Committee recommendation to Village Board
- Village Board confirmation

## STATEMENT OF NO CONFLICT OF INTEREST

Municipality: Village of Fontana

Project: Village Engineering Services

We hereby certify that neither we, or any division or subsidiary thereof, have performed work for or provided services to any Developers on any privately-funded development project within the past five years and do not intend to provide services to them in any capacity within the next 24 months.

Dated: \_\_\_\_\_

Firm: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_